



Hampshire County Youth Band Association (HCYBA)

Secretary Role Description

Purpose

The secretary deals with all internal and external correspondence and documentation for the Association and to ensure all HMS events are supported.

Key Responsibilities

- To monitor the HCYBA Chairman gmail account and deal with all correspondence arising from meetings etc. and general correspondence.
- To act as the conduit for communication between HMS and the Committee about event requirements in terms of logistics etc.
- To maintain a mailing list of band members, subject to GDPR restrictions.
- To collate information from Family Forms in relation to volunteers.
- To take the lead on organising serving teams for events (using event plan checklists) and communicating requirements.
- To take, write up, print and distribute minutes of main committee meetings, or arrange for that to be done by other committee members.
- To take the lead on electronic filing, ensuring we retain copies of minutes and any correspondence from sub-committees.
- To arrange and take minutes at AGM, ensuring sufficient notice provided, issue agendas and running order, ensure all amendments to constitution are done properly, print out amended constitutions and distribute to committee members.